

**Thank you for contacting the Wisconsin Department of Natural Resources.**

Enclosed is the project permitting application materials you have requested.

The Wisconsin Department of Natural Resources helps protect your rights in public waters as well as public safety, by ensuring adequate planning and design of projects affecting fish and wildlife habitat, water quality and natural scenic beauty. This is done through permit and plan approval requirements for individual water projects. Chapters 30 and 31 of the Wisconsin Statutes require written permits for certain activities on or near a waterway: for example, to place any material below the ordinary high water mark (such as rock riprap, fish cribs, culverts, fords, etc.); to construct a bridge, dredge material from a lake or stream; create a pond; or to construct, operate, or maintain a dam. A single pier or wharf can generally be placed without a permit, provided state standards are met; more extensive piers or marinas require a permit.

**Before submitting this application for a culvert permit, please contact your county, city or village zoning department to find out if your project site is in either a mapped wetland or floodplain and if local zoning restrictions could affect your project. Please see the Wetland Information topic (found in the Waterway and Wetland Permits Web Page) or request Wetland Packet #20 in addition to this packet for details.**

A complete application with detailed drawings will help us make a decision about your application for a permit. The following information is necessary for a complete application.

**To help us make a decision in the shortest time possible, please submit the following information:**

1. **A copy of your deed or similar proof of ownership** (e.g. land contract, current property tax receipt).
2. **Good photographs that clearly show the existing project area.** Remember, too much snow cover or vegetation may obscure important details. If possible, have another person stand near the project area for size reference.
3. **Five (5) copies of a completed application Form 3500-53 including applicant information page and project plans.** When completing your application, **please use a ballpoint pen with black ink.** The site location sketch and plan drawings (see Sample Drawing) should be clear and to scale and have enough detail to find the site and understand the project proposal. **Please follow the sample drawing and information requirements pages attached. Also, make sure your phone number (both business and home) and property address or fire number is on the application. Plans may be submitted on a separate page(s), but please submit five (5) copies.**
4. **Five (5) copies of a narrative description of your proposal,** on a separate blank page. Please state:
  - what the project is,
  - how you intend to carry out the project, including methods, materials and equipment,
  - your proposed construction schedule and sequence of work,
  - what temporary and permanent erosion control measures will be used, and
  - the location of any disposal area for dredged or excavated materials.
5. **Five (5) copies of site maps.** Provide copies of relevant maps (when possible), such as USGS topographic map, Wisconsin Wetland Inventory map, FEMA floodplain maps, soil or zoning maps, with the project location clearly identified.
6. **The appropriate application fee (complete Form 3500-53A).**

If you have questions or problems in filling out or completing the application requirements, please call or contact the Water Management Specialist for your county.

When you are finished compiling your application materials, remember to check your application for completeness. Then make copies of all materials so that you can submit **five copies** of the requested information to the Department. We also recommend that you keep a complete copy for your own records. Remember, incomplete applications may cause a delay in processing.

**NOTE:** Depending upon the type, complexity, and location of your proposed project, **processing can take 60 working days (3 months) or longer to complete a review, public notice and any required environmental analysis if your application is completed in detail.**

## Culvert Application Information Requirements

All applications to place culverts on the bed of a navigable waterway require the following information, which must be provided on the application form and plan drawing sheet supplied, or on additional sheets if necessary.

**NOTE: CULVERTS CROSSING STREAMS 35 FEET IN WIDTH OR MORE WILL REQUIRE A 30-DAY PUBLIC NOTICE - PREPARED BY DNR AND PUBLISHED BY THE APPLICANT.**

1. In the **"proposed materials"** box, indicate the size and length of the culvert, number of culverts proposed, material each culvert is made of, and a description of the roadway materials. If any riprap or bank protection to be used, describe it. Describe any riprap or bank protection that will be used.
2. In the **"location sketch"** box, sketch or trace a map that clearly indicates the location of the project. Recommended scale is 1"=2,000'. This map enables the Department investigator to locate the project site.
3. Under **"project plans"**, supply a top view, side view and as many cross-sections as necessary to illustrate the existing and proposed channel and floodplain. At a minimum, one cross-section at the proposed site is required. Indicate scale on each drawing, and include dimensions as appropriate. All elevations should be referenced to the same benchmark (permanent vertical reference). NOTE: Additional cross-sections may be required.
4. Submit labeled photographs of the site - looking upstream, downstream and along each cross section in both directions.
5. The **top view** should include the following information:
  - a. The existing waterway, the proposed roadway with culvert and other man-made or existing features in the vicinity such as houses, barns other road crossings or high areas.
  - b. The location, elevation and description of the benchmark (permanent vertical reference).
  - c. The scale of the top view and a north arrow.
6. The **cross-sectional views** should include the following:
  - a. The water level of the existing waterway at the proposed culvert site and 1000-feet upstream and downstream of the site.
  - b. A complete cross-section of the entire floodplain taken perpendicular to the existing stream.
  - c. The road fill in the floodplain approaching both sides of the culvert.
7. The **side view** of the project should include:
  - a. The upstream and downstream culvert invert elevation (bottom). **NOTE: Culvert invert should generally be placed a minimum of 6 inches into the streambed.**
  - b. The direction of flow through culvert.
  - c. The proposed road fill and bedding material, including the sideslopes of the fill.
8. For all riverine sites (sites not located on a lake or impoundment) a hydrologic/hydraulic analysis may be required if the proposed project will reduce the effective flood flow capacity of the waterway by obstruction of existing flow area. If an analysis is required, the property owner may be required to retain an engineer, registered in the State of Wisconsin, to prepare this analysis. To determine if an analysis is needed, contact the Water Management Specialist (contact info. below). Hydrologic and hydraulic computations: If an engineer is hired to design the culvert crossing, he/she must evaluate the culvert and associated road impacts for a range of flows from normal flow conditions to the 100-year flood.

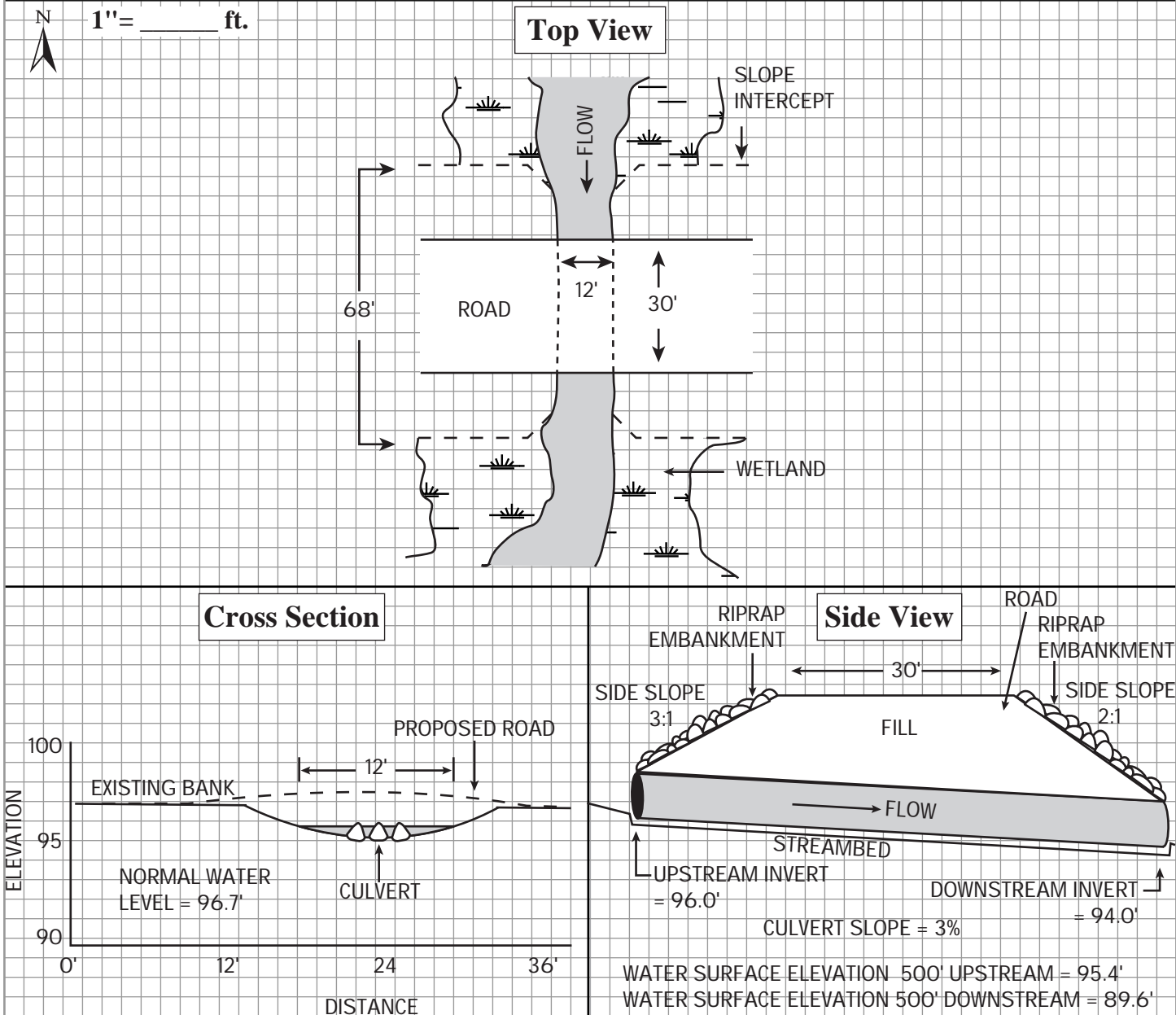
Please select the scale of the drawing carefully to fit all the necessary information on the application form. If necessary, use additional sheets. Be sure to draw all the plans as accurately as possible. The Department may require additional information to evaluate the project.

**Please send the completed application to the Water Management Specialist for the county where your project is located (a complete listing of addresses by county can be found on the Waterway and Wetland Permits web page link below).**

<http://www.dnr.state.wi.us/org/water/fhp/waterway/wmscoun.htm>

DRAWINGS OF PROPOSED ACTIVITY SHOULD BE PREPARED IN ACCORDANCE WITH SAMPLE DRAWING	Location Sketch (Indicate scale.) Show route to project site: include nearest main road and crossroad.		CULVERT SAMPLE DRAWING
			Fire Number _____
Proposed Materials	<p>Benchmark is a 16d spike near the base of an oak tree about 200' north of the culvert crossing. BM elevation = 100'</p>		

Project Plans. (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)  
Use additional sheets if necessary.



PLEASE COMPLETE BOTH PAGES 1 & 2 OF THIS APPLICATION. PRINT OR TYPE. The Department requires use of this form for any application filed pursuant to Chapter 30, Wis. Stats. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will not be used for any other purpose, but it must be made available to requesters under Wisconsin's open records law [s. 19.31-19.39, Wis. Stats.].

1. Applicant (Individual or corporate name)		2. Agent/Contractor (firm name)	
Address		Address	
City, State, Zip Code	Fire Number	City, State, Zip Code	
Telephone No. (Include area code)	Tax Parcel Number	Telephone No. (Include area code)	

3. If applicant is not owner of the property where the proposed activity will be conducted, provide name and address of owner and include letter of authorization from owner. Owner must be the applicant or co-applicant for structure, diversion and stream realignment activities.

Owner's Name	Address	City, State, Zip Code
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4. Is the applicant a business? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, is the permit or approval you are applying for necessary for you to conduct this business in the State of Wisconsin? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain why (attach additional sheets if necessary):	5. Project Location Address _____ Village/City/Town _____ Fire Number _____ Tax Parcel Number _____ Waterway _____ County _____ Govt. Lot _____ OR _____ 1/4, _____ 1/4, of Section _____ , Township _____ North, Range _____ (East) (West)
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6. Adjoining Riparian (Neighboring Waterfront Property Owner) Information

Name of Riparian #1	Address	City, State, Zip Code
Name of Riparian #2	Address	City, State, Zip Code

7. Project Information (Attach additional sheets if necessary)

(a) Describe proposed activity (include how this project will be constructed)

(b) Purpose, need and intended use of project

(c) I have applied for or received permits from the following agencies: (Check all that apply)

☐ Municipal ☐ County ☐ Wis. DNR ☐ Corps of Engineers

(d) Date activity will begin if permit is issued \_\_\_\_\_; be completed: \_\_\_\_\_.

(e) Is any portion of the requested project now complete?

☐ Yes ☐ No

If yes, identify the completed portion on the enclosed drawings and indicate here the date activity was completed:

I hereby certify that the information contained herein is true and accurate. I also certify that I am entitled to apply for a permit, or that I am the duly authorized representative or agent of an applicant who is entitled to apply for a permit. Any inaccurate information submitted may result in permit revocation, the imposition of a forfeiture(s) and requirement of restoration.

Signature of Applicant(s) or Duly Authorized Agent	Date Signed
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<b>LEAVE BLANK - FOR RECEIVING AGENCY USE ONLY</b>		
Corps of Engineers Process No.	Wisconsin DNR File No.	
Received By	Date Received	Date Application Was Complete

# State / Federal Application for Water Regulatory Permits and Approvals

Form 3500-053 (R 4/01)

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Drawings of proposed activity should be prepared in accordance with sample drawing.

## Location Sketch (Indicate scale)

Show route to project site: include nearest main road and crossroad.

N

1" = \_\_\_\_\_ ft.

Fire Number \_\_\_\_\_

Proposed Materials



**Project Plans** (Include top view and typical cross sections. Clearly identify features and dimensions or indicate scale.)  
Use additional sheets if necessary.

N

1" = \_\_\_\_\_ ft.

Top View



Cross Section